

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074

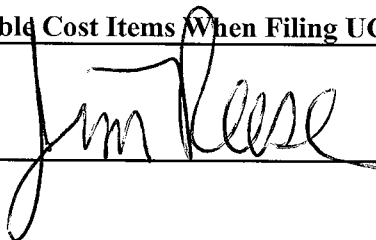
OK Notice FLP-498

Oklahoma Instruction 1941-B

For: County Offices

**Payment of Recoverable/Non-Recoverable Cost Items When Filing UCC Documents Electronically**

Approved by: State Executive Director



1. Overview

A Background

On October 6, 2004 OK Notice PS-395/FLP-484 was issued to County Offices regarding the electronic filing of UCC documents online. This notice is in reference to OK Notice FLP-484 and serves as an attachment.

County Offices are required to report **monthly** all electronic UCC filings and lien searches on Form CCC-42, including recoverable and non-recoverable UCC filings, for tracking purposes to replenish the UCC account which has been set up with the Oklahoma County Clerk's Office. **A negative report is required.**

B Purpose

This notice provides guidance on the filing of FLP recoverable/non-recoverable cost items and the coding of such documents on Form CCC-42 which are submitted for payment using Form AD-700 "Procurement Request" and the AD-838-B.

2. County Office Action

A Submission of Form AD-700 "Procurement Request"

County Offices are to continue submitting Form AD-700 "Procurement Request" and Form AD-838-B to the State Office, Att: Merrily Gaston **immediately upon completion of an electronic filing of a UCC document filed for a recoverable/non-recoverable cost item which has been paid from the prepaid account.**

Disposal Date

Distribution

Indefinite

County Offices

10-25-04

Page 1

**2 A (cont'd)**

County Offices will then need to update Form CCC-42 (Example attached – **Exhibit 1**) at the same time the documents are submitted to the State Office. Form CCC-42 will only need to be submitted **monthly** to the State Office in accordance with OK Notice FLP-484. *DO NOT submit Form CCC-42 with the AD-700 and 838-B.*

Previously when completing Form AD-700, Item No. 10 of the form included the name and address of the Oklahoma County Clerk's Office and a paper check was issued by Kansas City and forwarded to the County Office to be submitted with the UCC documents by mail.

Due to the new electronic filing system, these UCC recoverable/non-recoverable cost items can be electronically filed using the Oklahoma County Clerk's website. Therefore, on the AD-700, Item # 10 will need to read "electronic filing" only. All other information will remain the same on the AD-700 and AD-838-B and should be forwarded to Merrily Gaston at the State Office. The filing will also need to be recorded on the CCC-42 as per the attached **Exhibit 1** and reported monthly.

**B Completion of Form CCC-42 for UCC Recoverable/Non-Recoverable Cost Items**

County Offices will need to complete Form CCC-42 for each UCC filing of this type and include the following (See Exhibit 1):

Section A - Date

Section B - Borrower's Name and Loan Number the cost item will be charged back to .

Section C - Program Type (FLP)

Section D - Borrower's case number, action code, and budget object code. This information will also reflect on the AD-700 and AD-838-B as required.)

Section E - Filing or Search (*check applicable box*)

Section F - Cost of Activity ( \$ 10.00)

Form CCC-42 is a fillable form available for download on the FSA forms website.

If using the fillable form, Item B (Borrower's Case Number) on Form CCC-42 will need to contain the borrower's case number on Line No. 1 and the loan number on Line No. 2. Once the case number is input, you can press "Enter" on your keyboard in order for your cursor to drop down to Line No. 2 to enter the loan number.

County Offices will NO LONGER BE REQUIRED to submit an Invoice to the State Office with the AD-700 and AD-838-B when electronic filing since a paper check will no longer be issued due to the electronic filing and prepayment option.

**OK NOTICE FLP-498**

**3. FILING INSTRUCTIONS**

A copy of this notice should be filed following Oklahoma Instruction 1941-B.



**U.S. DEPARTMENT OF AGRICULTURE**  
Commodity Credit Corporation

Grant County

3. FISCAL YEAR PREPARED

2005

**INSTRUCTIONS:** The designated State or County Office employee shall complete Item 4 at the time a search or filing action is requested. Items 4 and 5 will be completed at least once each month. Complete Item 6 after replenishment/payments.

[illegible]